

Sole Source Procurement Instructions

Department: Public Works

Date: 5/1/2013

Vendor: Aegis ITS

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

This service is a maintenance contract for our existing traffic management software, Centracs.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

This is the only vendor that provides maintenance for the Centracs software.

3. Explain why the price is considered reasonable.

This price covers unlimited phone support for a single year and, more importantly, allows us to receive software updates. Without an annual contract, we would need to backpay for past years of maintenance to receive the updates.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

There is no negotiation available for this pricing. This is the set price of the least expensive maintenance contract offered by the only company that provides it.

Please attach this form to the Requisition and forward to Purchasing.

Signature: Brad Reed

Date: 5/1/2013